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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

December 22, 1942

PERSONNEL DIVISION MEMORANDUM NO. 9

Supplement 1

To: Branch and Division Chiefs and Regional Administrators
From: Frederick C. McMillen, Chief, Personnel Division
Subject: Conservation of Stenographic Service

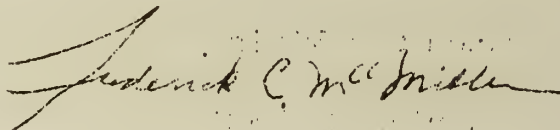
Administrator's Memorandum No. 33 urged the better utilization of manpower in this Administration. As a means of implementing this request, Personnel Division Memorandum No. 9 proposed that each Branch and Division make an inventory of its personnel to determine which employees having stenographic qualifications could be used more fully on stenographic work and that the stenographic resources in some of the larger units be pooled.

Further implementing the Administrator's request, I wish to make the following suggestions:

1. Wherever the need for additional stenographers and typists appears try to relieve the need by employing a clerk and redividing the work.
2. Have your stenographers and typists keep a simple daily record of kinds of work performed and time spent at each assignment. Ask your administrative officer to analyze these weekly to aid in redistributing the work load.
3. Ask the administrative officer to confer personally with each stenographer once every three or four months to learn her work problem and make every effort to improve her working morale.
4. Send your less skilled stenographers and typists to the daily refresher course given by the Employee Training and Relations Section from 10:00 to 11:00.

5. Encourage the submission of brief informal intra-office memoranda in handwriting.

Our stenographic problems can be expected to grow more acute. You cannot afford to overlook any opportunity which offers the slightest hope of relief.



Chief, Personnel Division

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